

The Backfile Conversion Process

The steps to your organization's digital transformation



1. CONSULTATION & SCOPING

- One of our imaging experts will meet with you to gather expectations and project goals. The quantity and condition of all original documents will be thoroughly examined to begin budgetary planning.
- Basic project instructions and indexing requirements will be outlined.



2. BUDGETARY PROPOSAL

- After visual inspection, a written proposal will be provided. Options for budgeted monthly billing or one-time project costs are available.



3. PROJECT SAMPLES

- Quality samples of the project will be provided for customer approval prior to executing a project agreement and beginning work in production.



4. EXECUTE PROJECT AGREEMENT

- Both sides sign off on established project deadlines and the expected project effort.
- Files are boxed up by client or Xerox team (may incur additional cost).
- Project can be completed on site or off site. If off site, project pick-up date is established.



5. PROJECT KICKOFF, PRODUCTION PROCESS AND SECURITY DETAILS

- For off-site projects, our personnel pick up and transport boxes directly to the imaging center.
- For on-site projects, we will hire personnel and stand up process based on your needs.
- A strict chain of custody is always kept with client files.
- Production employees are all background checked and screened.
- 24/7 video surveillance on production floor.
- Progress tracking is logged for each project task.
- Industry-leading scanners and experienced technicians provide quality control.
- In progress file retrieval provided upon request within 4-6 business hours.



6. DIGITAL DELIVERY

- Completed work is checked again for quality and delivered via encrypted external drive, secure FTP upload, or directly imported into a content management database.



7. PROJECT RETURN OR SECURE DESTRUCTION

- All original files are returned upon file completion.
- If destruction has been selected, we will wait 60 days post delivery to shred the original documents. An affidavit of destruction will be provided to the client.



8. PROJECT RETURN OR SECURE DESTRUCTION

- Client received itemized billing per original agreement. Billing may be complete in one invoice or spread across several months dependent upon the project size.

Paperless Workflow Services

SECURITY AND QUALITY CONTROL

- Chain of Custody Controls
- Pickup and Delivery by Insured Vehicle and Personnel
- Secure Authenticated Shredding
- In Progress File Retrieval
- Scheduled Progress Updates
- Image and Indexing Quality Controls

CONVERSION SERVICES

- Paper to Digital
- Wide Format to Digital
- Bound books to Digital
- Microfilm to Digital
- Negatives to Digital
- Microfiche and Aperture Cards
- Litigation Discovery

CONTENT MANAGEMENT

- Customized Document Management Platform
- Systems Integration
- On-site Technical Support
- Workflow Automation
- Data Migration
- Form Recognition

Backfile Conversion Services

Let us show you how we can help drive digital transformation in your organization



4. EXECUTE PROJECT AGREEMENT



5. PROJECT KICKOFF PRODUCTION PROCESS SECURITY DETAILS



3. PROVIDE SAMPLES



6. DIGITAL DELIVERY



2. BUDGETARY PROPOSAL



7. PROJECT RETURN OR SECURE DESTRUCTION



1. CONSULTATION AND SCOPING



8. PROJECT COMPLETION

